Today's Vision Tomorrow's Reality

The 12th Annual GSA SmartPay® Training Conference

Transaction and Order Management Defense Agencies Confirm and Pay Model

Christopher Chiappetta
Defense Agencies Relationship Manager
Washington DC

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Agenda

- Overview of Approval and Certification Process
- Create a Manual Order – Cardholder
- Match Transaction to Order – Cardholder
- Match Multiple Transactions to an Order
- Reallocating from the Transaction List - Cardholder
- Dispute a Transaction
- Approve Statement - Cardholder
- Rejecting Transaction – A/BO
- Final Approve Transactions – A/BO
- Certify Statement – A/BO
- Line Item Detail
- Web-based Training
- A/OPC and Financial Manager Reports

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Overview of Approval and Certification Process

1. Cardholder creates order
2. Cardholder makes purchase
3. Transaction posts
4. Cardholder matches order to transaction
5. Cardholder approves statement at end of cycle
6. Billing/Approving Official (BO/AO) final approves transaction
7. BO/AO certifies statement

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Creating an Order

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**Account Activity
Select an Account**

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xxxxxxxxxxxx5691

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Order Management

Order Maintenance
View, create, maintain, delete, and/or suspend order records.

- Create New Order Record

Match Multiple Orders to Transactions
Manually match an unfulfilled order to unmatched transaction(s).

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Order Maintenance
Create Order

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Card Account Number: *************5691, DAMITA MARALDO
Role: Cardholder   Switch Role

» Create | Manage | Trans List

Use this form to create an Order that may be available for automatic and/or manual matches to transactions.

* = required
Collapse All   Create Order from Existing Order

[−] Information   Return to top | Go to Save

General

Control Number: *   0000106283   Date: *   06/19/2009   Creation Date: 06/19/2009

Status: Open   Source: ch1purchase   User ID: ch1purchase

Business Unit: Invoice #:   Document #:

Transaction Method Code: Requestor Name: *   Sue Jones   Authorization Number:

Financials

☐ Credit Order

Amount: *   1173.78   Tax Amount: 0.00   Freight Amount: 0

Source Currency: U.S. Dollar   Property Book: *   No (Default)   UID Required: *   No

Contract Payment Method: *   No   Miscellaneous Amount: No (Default)   Contingency Operations:
                                                          Yes

Source Currency Amount:

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Merchant

Name: * Thatcher Company

City: _____   State: [ ]   Postal Code: _____

Ship To

City: _____   State: [ ]   Postal Code: _____

Destination Code: _____   Hazardous Materials: * [No ▼]   OCONUS Shipment Method: [▼]

No
Yes

Merchandise Received Date: _____   Merchandise Due Date: _____   Merchandise Need Date: _____

Additional Information

PMO Reserved 1: ____   PMO Reserved 2: ____   Shipping Data: _____

Other Data: _____

[−] Line Items   Return to top | Go to Save

The Line Items section provides a detailed itemization of the total.

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Amount
No Line Items have been defined for this Order. Click "Add" to add line items.							

[Add]   [1] Line Items

[−] Allocations   Return to top | Go to Save

This section displays allocations that will be applied to the transaction(s) when matched.
You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0)
before saving. To allocate to additional accounting codes, click the "Add" button.

Trusted sites

| Merchandise Received Date: | | Merchandise Due Date: | | Merchandise Need Date: | |

Additional Information

PMO Reserved 1: _____ PMO Reserved 2: _____ Shipping Data: _____

Other Data: _____

[-] Line Items   Return to top | Go to Save

The Line Items section provides a detailed itemization of the total.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Amount
☐	abc1234	Pencils	100	Package	1.73	173.00	14.74 %
☐	4324uytrt	TV	1	Each	1000.78	1000.78	85.26 %

Check All Shown | Uncheck All Shown

Remove

Add [1] Line Items

Tax:	0.00	0.00 %
Freight:	0.00	0.00 %
Total:	1173.78	100.00 %
Amount Remaining:	0.00	0.00 %

[-] Allocations   Return to top | Go to Save

This section displays allocations that will be applied to the transaction(s) when matched.
You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0)
before saving. To allocate to additional accounting codes, click the "Add" button.

Allocate by Line Item

| Remove | Allocation Total | % of Amount | APPROPRIATION (20) | OAC (2) | ASN (5) | UIC (6) | PFC (12) | ORG (8) | MFP (2) | JO (8) | SAR (1) | WCR (6) | RBC (1) | RSC (3) | CL (6) | OC (5) | GPS |

Accounting Code - Segment Name (Length)

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Amount Remaining.   0.00   0.00 %

[-] Allocations

Return to top | Go to Save

This section displays allocations that will be applied to the transaction(s) when matched.
You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0)
before saving. To allocate to additional accounting codes, click the "Add" button.

Allocate by Line Item

Remove	Allocation Total	% of Amount	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	Accounting Code - Segment Name (Length)							
											SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)	GPS
No allocations exist for this Order. Click the "Add" button to add allocations.																	

Set All to Default Accounting Code   Reset All Allocations

Add   1   Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

[-] Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments.

PMO Reserved 1

PMO Reserved 2

PMO Reserved 3

PMO Reserved 4

PMO Reserved 5

javascript:setTarget('frmCreateOrder', 'OrderAllocations');enableAndSubmitForm('frmCreateOrder', 'AllocateNewOrderByLineItem');   Trusted sites

File Edit View Favorites Tools Help

Address https://demo.access.usbank.com/cpsApp1/USBComServlet#OrderAllocations

	Total:	1173.78	100.00 %
	Amount Remaining:	0.00	0.00 %

[−] Line Item Allocations

Return to top | Go to Save

The Line Item Allocations section allows line items to be allocated to separate accounting codes.

Allocations at the line item level are "all or nothing." Either every line item will have an accounting code or none of the line items will have an accounting code before saving.

Allocate by Order

Item Description	Qty	Unit Cost	Allocation Total	% of Amount	Prepopulated Accounting Code Selection Current Name	Change to:
Pencils	100	1.73	173.00	14.74 %		--Change Current Value--
TV	1	1000.78	1000.78	85.26 %		--Change Current Value--
Tax			0.00	0.00 %		
Freight			0.00	0.00 %		
Unallocated Amount			0.00	0.00 %		

--Change Current Value--
Card Account Default Accounting Code
Tax Default Accounting Code
Freight Default Accounting Code
Office Supplies
Seminars
Utilities

Search

Set All to Default Accounting Code   Reset All Allocations

[−] Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments.

PMO Reserved 1   PMO Reserved 2

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Search

Set All to Default Accounting Code   **Reset All Allocations**

[-] Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments.

PMO Reserved 1

PMO Reserved 2

Pencils for Testing
TV for Videoconferencing

PMO Reserved 3

PMO Reserved 4

Stimulus/Recovery Act Spend

PMO Reserved 5

[-] Match Tolerance

Return to top | Go to Save

The order record contains no check for tolerance on both Amount and Percent. Therefore the match tolerance will be no check for tolerance.

Collapse All

Save

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Order Maintenance
Maintain Order

| Card Account Number: ***********5691, DAMITA MARALDO | |
| Role: Cardholder | Switch Role |

Create | Manage | Trans List

ⓘ Request has been successfully completed.   ⟵

Control #:	0000106283	Date:	06/19/2009	Match Status:	Open
Amount:	1173.78	Merchant:	Thatcher Company	% Fulfilled :	0.00%
Tax Amount:	0.00	Variance %:	100.00%	Freight Amount:	0
Receipt Status:		Trans. Matched:	0	Billed Amount:	0.00
Source:	ch1purchase	Last Match:			

🔒 Control # not unique

Details | Matched Transactions

Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also change the match status, for example to suspend/unsuspend or cancel.

* = required
Collapse All   Copy to Create New Order

[−] **Information**   Return to top | Go to Save

General

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Matching a Transaction to an Order

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Account Activity
Select an Account

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************5691

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javascript:handleMenuItemClick('TransactionManagementInit');   Trusted sites

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Transaction List
View, review, allocate/reallocate and add comments to transaction   Transaction List

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javascript:handleMenuItemClick('ResetSearchForTxnList');   Trusted sites

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Transaction Management
Card Account Summary with Transaction List

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Card Account Number: ************5691, DAMITA MARALDO
Role: Cardholder   Switch Role

Create | Manage | » Trans List

[–] Card Account Summary

Account Number:	...5691	Outstanding Orders:	$14,750.91 19
Account Name:	DAMITA MARALDO	Unmatched Transactions:	$23,314.63 58

Billing Cycle Close Date: Open ▼   **Search**

All				
Open				
05/09/2009				
04/09/2009				

Total Transactions:	...998.24	20	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	...665.62	3	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions	...1%	15.0%			

Open Account

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[+] Search Criteria   Return to top

[–] Transaction List   Return to top

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Done   Trusted sites

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[−] Transaction List   Return to top

Records 1 - 20 of 20

Check All Shown | Uncheck All Shown

Select	Status D	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	A	Accounting Code
☐	D	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40			05691		23340000000000000000|54|77773|AFPC7
☐		Approved	MM	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		A+	05691		54540000000000000004|87|87775|AFPC3
☐		Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		A+	05691		|||||||||||||||||||||||
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40			05691		23340000000000000000|54|77773|AFPC7
▶ ☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		A+	05691		54540000000000000004|87|87775|AFPC3
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06		A+	05691		54540000000000000004|16|11222|AFPC1
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR			05691		23340000000000000000|54|77773|AFPC7
☐		Pending	MM	05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31			05691		23340000000000000000|54|77773|AFPC7
☐	D	Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR			05691		23340000000000000000|54|77773|AFPC7
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46			05691		23340000000000000000|54|77773|AFPC7

(tooltip: Transaction Date: 05/20)

D Disputed   ◯◯ Matched   ▲ Exception   A+ Reallocated   (II) (III) Trans Detail Level

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Transaction Management
Transaction Detail

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Card Account Number: ***********5691, DAMITA MARALDO
Role: Cardholder   Switch Role

Create | Manage | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Ⓔ	Purchase ID	Ⓐ	Accounting Code
		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78			05691	Ⓐ	54540000000000000004|87|87775|AFPC33|564897231

Ⓓ Disputed   ◯◯ Matched   ⚠ Exception   Ⓐ Reallocated

| Summary | Match | Allocations | Approval History |

The Summary tab shows high-level transaction information.

To approve the transaction, click "Approve".
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 05/20/2009
Purchase ID: 05691
Total Amount: 1,173.78
Memo Post: Yes

Sales Tax: 0.00
Freight: 0.00

Merchant
Name: THATCHER COMPANY
City/State: 8019724587, UT
Transaction Type: SALES DRAFT
MCC Code: 5169
MCC Description: WHOLESALE CHEMICALS

Reference Information
Billing Cycle: Open
Posting Date: 05/21/2009
Reference Number: 4716300005905667
Authorization Number: 046553

Extract Date(s)
Most Recent Standard
Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Source Currency: U.S. Dollar
Source Currency Amt: 1,173.78

javascript:submitTab('GetTransactionDetailMatchedOrderRequest');

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| Card Account Number: ************5691, DAMITA MARALDO | |
| Role: Cardholder | Switch Role |

Create | Manage | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E⁺	Purchase ID	A⁺	Accounting Code
		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78			05691	A⁺	545400000000000000004|87|87775|AFPC33|564897231

Ⓓ Disputed   ◯ Matched   ⚠ Exception   A⁺ Reallocated

Summary | Match | Allocations | Approval History

Nothing is currently matched to this transaction.
To match this transaction, click a "Match to" link.

Match to Order

Match to Order

<< Back to Transaction List

javascript:submitForm('frmMatchedOrderTab', 'DisplayBestMatchOrdersCMD', new Array('PP_ReqType','PO'))   Trusted sites

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Transaction Management

Select Best Order to Match to Transaction

| Card Account Number: | ***********5691, DAMITA MARALDO | Switch Accounts |

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	⊕	Purchase ID	Ⓐ	Accounting Code
	05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78			05691	Ⓐ	545400000000000000004|87|87775|AFPC33|564897231674|6549872...

Ⓓ Disputed   Ⓐ Reallocated

Suggested Best Match

Search & Select Order to Match to Transaction
Select from All Available Orders to Match to Transaction

To match to this transaction, select an Order and click the "Match to Transaction" button. To view the details, click the "Control #" link.
If the desired Order to match is not in the list, click the "Search..." or "Select from All Available..." link.

Match To Transaction

Records 1 - 1 of 1

Match	Status	🔒	Control #	Date	Merchant	Amount	Source	% Fulfilled	Last Match
⦿	Fulfilled		0000102375	05/20/2009	DOD EMALL	$1,195.56	ch1purchase	100.00%	06/19/2009

🔒 Control # not unique

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Match To Transaction

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Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	54540000000000000000004|87|87775|AFPC33|564897231674|6549872:

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Ⓓ Disputed   Ⓐ Reallocated

Search and Select Orders   Select from All Available Orders to Match to Transaction

Select Best Order to Match to Transaction

To match to this transaction, select an Order and click the "Match to Transaction" button.
To view the details, click the "Control #" link. If the desired Order to match is not in the list, click the "Search..." or
"Select Best..." link.

[–] **Search Criteria**   Return to top

Search for an Order by using any of the search criteria below.

Control Number: Merchant Name:
[   ]   [Thatcher]

Status: Source Type:
[▼]   [▼]

Date:
[   ] 📅 ▼   to   [   ] 📅 ▼
mm/dd/yyyy   mm/dd/yyyy

Amount:
[▼] $ [   ]   to $ [   ]

Cardholder Last Name: Show Duplicate Control #'s:
[   ]   ◉ Yes ○ No

Note: Separate multiples by a comma

Search

<< Back to Transaction Detail

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Transaction Management
Search and Select Order to Match to Transaction

Card Account Number: ************5691, DAMITA MARALDO   Switch Accounts

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E▸	Purchase ID	A▸	Accounting Code
	05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78			05691	A▸	5454000000000000000004|87|87775|AFPC33|564897231674|6549872

Ⓓ Disputed   A▸ Reallocated

Search and Select Orders

Select from All Available Orders to Match to Transaction
Select Best Order to Match to Transaction

To match to this transaction, select an Order and click the "Match to Transaction" button.
To view the details, click the "Control #" link. If the desired Order to match is not in the list, click the "Search..." or "Select Best..." link.

[+] Search Criteria   Return to top

Match To Transaction

Records 1 - 1 of 1

Match	Status	🔒	Control #	Date	Merchant	Amount	Source	% Fulfilled	Last Match
◉	Open		0000106283	06/19/2009	Thatcher Company	$1,173.78	ch1purchase	0.00%	

🔗 Control # not unique

Records 1 - 1 of 1

Match To Transaction

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Are You Sure?

Matching will replace existing transaction allocations.

Do you still wish to continue?

Yes, Match   Cancel Match

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Done

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ℹ **Request has been successfully completed.**

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	℮	Purchase ID	Ⓐ	Accounting Code
	MM	05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78			05691	Ⓐ	Multiple

Ⓓ Disputed   ⬭ Matched   ⚠ Exception   Ⓐ Reallocated

| Summary | Match | Allocations | Approval History |

The Match tab provides information on what the transaction has been matched to.
To view the details, click on the "View Matched Order" link.
To unmatch, click the "Unmatch" button.

Matched Order   View Matched Order

Date: 06/19/2009   Unique Control #: Yes   Match Status: Fulfilled
Control #:   0000106283   Source: ch1purchase   % Fulfilled: 100.00%
Amount: 1173.78   Match Source: ACPO11.ch1purchase Last Match Date: 06/19/2009
Merchant Name: Thatcher Company   Account #:   ************5691

Unmatch

Line Item Detail - Order

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount	Item Commodity Code	Usage Code
abc1234	Pencils	100.0000	Package	1.7300	173.00	14.74		
4324uytrt	TV	1.0000	Each	1000.7800	1000.78	85.26		

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Matching Multiple Transactions to Orders

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Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

★ Log Out

Order Management

Order Maintenance
View, create, maintain, delete, and/or suspend order records.

- Create New Order Record

Match Multiple Orders to Transactions   ⟵
Manually match an unfulfilled order to unmatched transaction(s).

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javascript:handleMenuItemClick('MultipleOrderMatchInit');   Trusted sites

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Match Multiple Orders To Transactions
Select Transactions to Match

★ Log Out

Card Account Number: ***********5691, DAMITA MARALDO	
Role: Cardholder	Switch Role

To match transactions to an Order, select an Order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

Start Date:
[_____] mm/dd/yyyy

End Date:
[_____] mm/dd/yyyy

to

Search   Reset

Match To Order   ←

Date Range - Unmatched Transactions Available to Match:

Start Date:
[_____] mm/dd/yyyy

End Date:
[_____] mm/dd/yyyy

to

Search   Reset

Check All Shown | Uncheck All Shown

Unmatched Transactions
Note: Locked Transactions are not available for selection

Unfulfilled Orders to Match

Select	Date		Amount	Outstanding Dollar Amt	Merchant	Control #
○	06/19/2009		$1,000.00	$1,000.00	toys r us	DLA123
○	06/19/2009		$1,000.00	$1,000.00	ABC Company	0000106282
○	06/14/2009	🔒	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	06/10/2009	🔒	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	06/10/2009	🔒	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	06/10/2009	🔒	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
●	06/05/2009		$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	05/28/2009		$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-03

Select	Trans Date	Amount		Merchant	Purchase ID
☐	05/21	$508.40		OMEGA ENGINEERING	05691
☐	05/21	$268.40		PACE CUSTOM CASES & BAGS	05691
☑	05/20	$311.06		PLATT ELEC SPPLY 0057	05691
☑	05/20	$38.20		PLATT ELEC SPPLY 0057	05691
☐	05/20	$261.55	CR	IMPAC REBATE-THANK YOU	05691
☐	05/18	$30.43		DOD EMALL	05691
☐	05/18	$53.83		DOD EMALL	05691
☐	05/18	$317.84		DOD EMALL	05691

View Order Detail for Merchant Platt Electric Supply 0057

javascript:setRadioValue(document.frmMatchOrder.SelectedOrder, 'omList.6');submitForm('frmMatchOrder', 'SaveMultipleOrderSSForO

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  Order Maintenance
  Match Multiple Orders
Transaction Management
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Are You Sure?

Matching will replace existing transaction allocations.

Do you still wish to continue?

[Yes, Match]   [Cancel Match]

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ℹ **Request has been successfully completed.**

To match transactions to an Order, select an Order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

Start Date: End Date:
[   ]   to   [   ]
mm/dd/yyyy   mm/dd/yyyy

Search   Reset

Match To Order

Unfulfilled Orders to Match

Select	Date		Amount	Outstanding Dollar Amt	Merchant	Control #
○	06/19/2009		$1,000.00	$1,000.00	toys r us	DLA123
○	06/19/2009		$1,000.00	$1,000.00	ABC Company	0000106282
○	06/14/2009	🎧	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	06/10/2009	🎧	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	06/10/2009	🎧	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	06/10/2009	🎧	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	05/28/2009		$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	05/28/2009		$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	05/18/2009		$978.71	$978.71	DOD EMALL	0000102374
○	05/07/2009		$124.19	$85.99	McMaster-Carr	0000102372

Date Range - Unmatched Transactions Available to Match:

Start Date: End Date:
[   ]   to   [   ]
mm/dd/yyyy   mm/dd/yyyy

Search   Reset

Check All Shown | Uncheck All Shown
Unmatched Transactions
Note: Locked Transactions are not available for selection

Select	Trans Date	Amount		Merchant	Purchase
☐	05/21	$508.40		OMEGA ENGINEERING	05691
☐	05/21	$269.40		PACE CUSTOM CASES & BAGS	05691
☐	05/20	$261.55	CR	IMPAC REBATE-THANK YOU	05691
☐	05/18	$30.43		DOD EMALL	05691
☐	05/18	$53.83		DOD EMALL	05691
☐	05/18	$317.84		DOD EMALL	05691
☐	05/18	$295.49		DOD EMALL	05691
☐	05/18	$96.12		DOD EMALL	05691
☐	05/18	$185.00		DOD EMALL	05691
☐	05/14	$235.31		INDUSTRIAL SUPPLY COMPANY	05691

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Check All Shown | Uncheck All Shown

Select	Status Ⓓ	Approval Status	Match ⬭ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail ⤷	Purchase ID Ⓐ	Accounting Co
☐	Ⓓ	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691	233400000000
☐		Approved	MM	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		05691	Ⓐ⁺ 545400000000
☐		Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691	Ⓐ⁺ |||||||||||||
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	233400000000
☐		Approved	MM	05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	Ⓐ⁺ Multiple
☐		Approved	MM	05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		05691	Ⓐ⁺ 565600000000
☐		Approved	MM	05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06		05691	Ⓐ⁺ 565600000000
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR		05691	233400000000
☐		Pending	MM	05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20		05691	233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00		05691	233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12		05691	233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49		05691	233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84		05691	233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83		05691	233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43		05691	233400000000
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20		05691	233400000000
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31		05691	233400000000
☐	Ⓓ	Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99		05691	233400000000
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR		05691	233400000000
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46		05691	233400000000

Ⓓ Disputed   ⬭ Matched   ⚠ Exception   Ⓐ⁺ Reallocated   Ⓘ , Ⓘ   Trans Detail Level

Check All Shown | Uncheck All Shown

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javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',   Trusted sites

Reallocating from the Transaction List

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Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[−] **Search Criteria**   Return to top

Advanced Search

Transaction Amount: Purchase ID: Approval Status:
[All ▼] $[   ]   [   ]   [All   ▼]

Order Match Status:
[All   ▼]

Disputed Transactions: Reallocated Transactions:
[▼]   [▼]

Display [25 ▼] Transactions per page

[Search]   [Reset & Search with Defaults]

[−] **Transaction List**   Return to top

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Check All Shown | Uncheck All Shown

Select	Status ⓓ	Approval Status	Match ⤢ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail ⮫	Purchase ID Ⓐ	Accounting Co
☐	Ⓓ	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691	233400000000
☐		Approved	MM	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56	Ⓐ⮫	05691	545400000000
☐		Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00	Ⓐ⮫	05691	‖‖‖‖‖‖‖‖‖‖‖‖
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	233400000000
☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	233400000000
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		05691	233400000000
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06	Ⓐ⮫	05691	545400000000

Done   🔒 ✅ Trusted sites

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Check All Shown | Uncheck All Shown

Select	Status D	Approval Status	Match ∞ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail E→	Purchase ID A→	Accounting Code
☐	D	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691	233400000000000000000|54|77773|AFPC77
☐		Approved	MM	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		05691	A→ 54540000000000000004|87|87775|AFPC33
☐		Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691	A→ |||||||||||||||||||||||
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	→ 233400000000000000000|54|77773|AFPC77
☐		Pending		05/20							Accounting Code:
▶ ☐		Pending		05/20	05/21					05691	233400000000000000000|54|77773|AFPC77|121212121212|88888888|16|88888888|1|133458|1|333|666666|55555|1|22|666666|151515151515151|112202|181818181818181818|333|121212121212
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR		05691	233400000000000000000|54|77773|AFPC77
☐		Pending	MM	05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31		05691	233400000000000000000|54|77773|AFPC77
☐	D	Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR		05691	233400000000000000000|54|77773|AFPC77
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46		05691	233400000000000000000|54|77773|AFPC77

D Disputed   ◯ Matched   ⚠ Exception   A→ Reallocated   (II) (III)   Trans Detail Level

javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',   Trusted sites

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Role: Cardholder   Switch Role

Create | Manage | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	23340000000000000000|54|77773|AFPC77|121212121212|88888888|16|88888888

ⓓ Disputed   ◯ Matched   🔺 Exception   Ⓐ Reallocated

| Summary | Match | Allocations | Approval History |

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to
allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

*= required   Allocation Source: Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Length) APPROPRIATION (20)	OAC (2)	ASN (5)
☐	$ 1173.78	or 100.00 %		--Change Current Value-- ▼	23340000000000000000 *	54	77773

🔍 Search

(Remove)

--Change Current Value--
Card Account Default Accounting Code
Freight Default Accounting Code
Tax Default Accounting Code
Office Supplies
Seminars
Utilities

Total Allocated: $ 1173.78   100.00 %   Apply Accounting Code: [   ]
Amount Remaining: $ 0.00   0.00 %   Additional Allocation(s): [1] (Add)

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

(Save Allocations)

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Card Account Number: ***********5691, DAMITA MARALDO
Role: Cardholder   Switch Role

Create | Manage | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	23340000000000000000|54|77773|AFPC77|121212121212|88888888|16|8888

Ⓓ Disputed   ⃝ Matched   ⚠ Exception   Ⓐ Reallocated

Summary | Match | Allocations | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required   Allocation Source: Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Length) APPROPRIATION (20)	OAC (2)	ASN (5)	U
☐	$ 1173.78	or 100.00 %	Office Supplies	--Change Current Value--	54540000000000000004 *	87	87775	

Remove

Total Allocated: $ 1173.78   100.00 %   Apply Accounting Code: **Apply**
Amount Remaining: $ 0.00   0.00 %   Additional Allocation(s): 1 **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

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Check All Shown | Uncheck All Shown

Select	Status D	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID		Accounting Code
☐	Ⓓ	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691		2334000000000000000000|54|77773|AFPC7
☐		Approved	MM	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		05691	A+	5454000000000000000004|87|87775|AFPC3
☐		Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691	A+	||||||||||||||||||||
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691		2334000000000000000000|54|77773|AFPC7
▶ ☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	A+	5454000000000000000004|87|87775|AFPC3
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06		05691	A+	5454000000000000000004|16|11222|AFPC1
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending	MM	05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31		05691		2334000000000000000000|54|77773|AFPC7
☐	Ⓓ	Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR		05691		2334000000000000000000|54|77773|AFPC7
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46		05691		2334000000000000000000|54|77773|AFPC7

Transaction Date: 05/20

Ⓓ Disputed   ◯◯ Matched   ⚠ Exception   A+ Reallocated   (II) , (III) Trans Detail Level

javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',

Trusted sites

Disputing a Transaction

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Check All Shown | Uncheck All Shown

Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount		Detail	Purchase ID		Accounting Co
☐	(D)	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40			05691		233400000000
☐		Approved	MM	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56			05691	A+	545400000000
☐		Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00			05691	A+	||||||||||||
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40			05691		233400000000
☐		Approved	MM	05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78			05691	A+	Multiple
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20			05691		233400000000
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06			05691	A+	545400000000
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR			05691		233400000000
☐		Pending	MM	05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20			05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00			05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12			05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49			05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84			05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83			05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43			05691		233400000000
☐		Pending		05 [Transaction Date: 05/18] ER INC	224-521-8000, IL	$2,472.20			05691		233400000000
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31			05691		233400000000
▶ ☐	(D)	Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99			05691		233400000000
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR			05691		233400000000
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46			05691		233400000000

(D) Disputed   (CO) Matched   (A) Exception   (A+) Reallocated   (II), (III) Trans Detail Level

Check All Shown | Uncheck All Shown

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The Summary tab shows high-level transaction information.

To approve the transaction, click "Approve".
To initiate a dispute, click the "Dispute" button.

Transaction
Date:	05/18/2009
Purchase ID:	05691
Total Amount:	30.43
Memo Post:	Yes

Sales Tax:	0.00
Freight:	0.00

Merchant
Name:	DOD EMALL
City/State:	BATLE CREEK, MI
Transaction Type:	SALES DRAFT
MCC Code:	9399
MCC Description:	GOVERNMENT SERVICES-OTHER

Reference Information
Billing Cycle:	Open
Posting Date:	05/19/2009
Reference Number:	4716300005905667
Authorization Number:	000062

Extract Date(s)
Most Recent Standard
Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Source Currency:	U.S. Dollar
Source Currency Amt:	30.43

Approve

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Sales Draft Requests

- none

Dispute   Dispute This Transaction

[+] Di

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Dispute Transaction   Trusted sites

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...the description does not give enough information.

○ **Not As Described**
...the merchandise I received does not match the description from the merchant.   Print, Copy of Documentation

○ **Quality of Service**
...the service I received does not match the description from the merchant.

○ **Duplicate Processing**
...it has been charged for this transaction more than once.

○ **Paid by Other Means**
...I had paid by other means such as a cash or check.   Print, Copy of Receipt

○ **Credit Posted as a Purchase**
...it should have been a credit to my account.   Print, Copy of Receipt

○ **Cancelled - Merchandise Returned**
...I had cancelled the purchase. The merchandise has been returned to the merchant.

○ **Cancelled - Recurring Transaction**
...I had cancelled the purchase. This is a recurring transaction such as a monthly service.

◉ **Cancelled**
...I had cancelled the purchase.

○ **Transaction Posted to Closed Account - Recurring Transaction**
...this account has been closed. This is a recurring transaction such as a monthly service.

○ **Transaction Posted to Closed Account**
...this account has been closed.

○ **Defective - Shipped/Returned**
...the shipped merchandise I received was defective. The merchandise has been returned to the merchant.   Print, Copy of Shipping Invoice

○ **Defective - Shipped**
...the shipped merchandise I received was defective.   Print, Copy of Shipping Invoice

○ **Defective**
...the merchandise I received was defective.

○ **Other**
...none of the above reasons fit my need to dispute this transaction.

Select

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Done   Trusted sites

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Transaction Management
Dispute Reason: Cancelled

Card Account Number:	************5691, DAMITA MARALDO	Switch Accounts

Tran Date	Statement Date	Merchant	Amount	Reference Number
05/18/2009	05/28/2009	DOD EMALL	30.43	4716300005905667

Cancelled
My account was charged for this transaction and I had cancelled the purchase.

* = required

Requestor Name:*
Damita Maraldo

Requestor Phone Number:*
555555555

Cancellation Date:
Cancel Month:*   Cancel Day:*   Cancel Year:*   Cancellation Number:
Jun   14   2009

Reason for Cancellation:*
No longer needed

Merchant Response:*
none

Comments:
Item no longer needed

Dispute

<< Back to Select a Dispute Reason

Done   Trusted sites

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Select	Status Ⓓ	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount		Detail		Purchase ID		Accounting Co
☐	Ⓓ	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40				05691		233400000000
☐		Approved	ⓂⓂ	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56				05691	Ⓐ⁺	545400000000
☐		Approved	ⓂⓂ	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00				05691	Ⓐ⁺	||||||||||||
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40				05691		233400000000
☐		Approved	ⓂⓂ	05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78				05691	Ⓐ⁺	Multiple
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20				05691		233400000000
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06				05691	Ⓐ⁺	545400000000
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55	CR			05691		233400000000
☐		Pending	ⓂⓂ	05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20				05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00				05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12				05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49				05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84				05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83				05691		233400000000
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43				05691		233400000000
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20				05691		233400000000
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31				05691		233400000000
☐	Ⓓ	Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99				05691		233400000000
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48	CR			05691		233400000000
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46				05691		233400000000

Ⓓ Disputed   ◯◯ Matched   ⚠ Exception   Ⓐ⁺ Reallocated   ⑪ ⑫ Trans Detail Level

Check All Shown | Uncheck All Shown

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Reallocate   Mass Reallocate   Match To Order   Approve

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Transaction Management
Card Account Summary with Transaction List

★ Log Out

| Card Account Number: ************5691, DAMITA MARALDO |
| Role: Cardholder   Switch Role |

| Create | Manage | » Trans List |

[−] Card Account Summary

Account Number: ⊙ ...5691   Outstanding Orders: $14,712.71 18
Account Name: DAMITA MARALDO   Unmatched Transactions: $22,102.65 56

Billing Cycle Close Date: [Open ▼] [Search]

| All |
| Open |
| 05/09/2009 |
| 04/09/2009 |

Total Transactions: ,998.24   20   Final Approved Transactions: $0.00   0
Reallocated Transactions   ,877.60   5   % Final Approved Transactions: 0.0%   0.0%
% Reallocated Transactions   .1%   25.0%

⊙ Open Account

Statement Approval History

| Approval Status | Approval Date | Approved by |
| No statement approval history exists for this account. |

[+] Search Criteria   Return to top

[−] Transaction List   Return to top

Records 1 - 20 of 20

Check All Shown | Uncheck All Shown

Select	Status ⓓ	Approval Status	Match ∞ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail ⓔ	Purchase ID ⓐ	Accounting Co
☐	⊙ Pending			05/21	05/24	PAGE CUSTOM CASES & PAGS	000-000-0000 UT	$269.40		95691	223400000000

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[+] **Search Criteria**   Return to top

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Check All Shown | Uncheck All Shown

Select	Status ⓓ	Approval Status	Match ⬭ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Co
☐		Approved		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	$129.99		05691	233400000000
☐		Approved		04/23	04/26	DOD EMALL	BATLE CREEK, MI	$239.92	CR	05691	233400000000
☐		Approved		04/22	04/23	WALMART.COM *INTERNET O	800-966-6546, AR	$11.94	CR	05691	233400000000
☐		Approved		04/19	04/20	BLK*BOX CORP	724-746-5500, PA	$72.22		05691	233400000000
☐	ⓓ	Approved		04/14	04/16	HAGEMEYERNA CBG2	843-745-2935, SC	$45.60		05691	233400000000
☐		Approved		04/14	04/15	NEWEGG COMPUTERS	800-390-1119, CA	$65.96		05691	233400000000
☐		Approved		04/14	04/15	WALMART.COM *INTERNET O	800-966-6546, AR	$227.82		05691	233400000000
☐		Approved		04/14	04/15	NOT JUST PRINTERS,INC	718-4366508, NY	$150.00		05691	233400000000
☐		Approved		04/14	04/15	AES SYSTEMS, INC.	801-491-3804, UT	$1,096.60		05691	233400000000
☐		Approved		04/13	04/14	PLATT ELEC SPPLY 0057	5036416121, UT	$394.79		05691	233400000000
☐		Approved		04/13	04/14	USA IMPACT 01 OF 01	469-5741126, TX	$316.00		05691	233400000000
☐		Approved		04/12	04/13	DOD EMALL	BATLE CREEK, MI	$1,773.52		05691	233400000000
☐		Approved		04/09	04/12	ADEMCO DIV OF HONEYWELL	5169216706, NY	$1,983.00		05691	233400000000
☐		Approved		04/08	04/12	NAT'L BUSINESS FURNITURE	800-626-6060, WI	$2,128.20		05691	233400000000
☐		Approved		04/08	04/12	DELL MARKETING L.P.	800-234-1490, TX	$158.38		05691	233400000000
☐		Approved		04/08	04/12	OFFICEMAX CT*IN#737848	800-264-7370, IL	$98.88		05691	233400000000
☐		Approved		04/09	04/12	CDW*GOVERNMENT INC	800-808-4239, IL	$551.59		05691	233400000000
☐		Approved		04/09	04/12	HILTI INC CSR #4 8008798	800-8796000, OK	$489.60		05691	233400000000

ⓓ Disputed   ⬭ Matched   ⚠ Exception   Ⓐ Reallocated   (II) (III)   Trans Detail Level

Check All Shown | Uncheck All Shown

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Transaction Management
Card Account Summary with Transaction List

Card Account Number: ***********5691, DAMITA MARALDO
Role: Cardholder   Switch Role

Create | Manage | » Trans List

[−] Card Account Summary

Account Number:	...5691	Outstanding Orders:	$14,712.71 18
Account Name:	DAMITA MARALDO	Unmatched Transactions:	$22,102.65 56

Billing Cycle Close Date: 05/09/2009 ▼   Search

Total Transactions:	$9,430.29	18	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	$0.00	0	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions:	0.0%	0.0%			

Open Account

Approve Statement   Statement Approval History

Approve Statement

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[+] Search Criteria   Return to top

[−] Transaction List   Return to top

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javascript:submitForm('frmTransList', 'ApproveCAStatement')   Trusted sites

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Transaction Management
Card Account Statement Confirmation

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

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Agree   Disagree

Agree

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ℹ️ **The action was successfully completed.**

[−] Card Account Summary

Account Number:	...5691	Outstanding Orders:	$14,712.71 18
Account Name:	DAMITA MARALDO	Unmatched Transactions:	$22,102.65 56

Billing Cycle Close Date: 05/09/2009 ▼   Search

Total Transactions:	$9,430.29	18	Final Approved Transactions:	$0.00	0
Reallocated Transactions:	$0.00	0	% Final Approved Transactions:	0.0%	0.0%
% Reallocated Transactions:	0.0%	0.0%			

🟢 Open Account

Statement Approval History
Show all

Approval Status	Approval Date	Approved by
Approved	06/19/2009	ACPO11.ch1purchase

[+] Search Criteria   Return to top

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Check All Shown | Uncheck All Shown

Select	Status Ⓓ	Approval Status	Match ⬡ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail Ⓔ	Purchase ID Ⓐ	Accounting Co
		Approved		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	$129.99		05691	🔒 233400000000
		Approved		04/23	04/26	DOD EMALL	BATLE CREEK, MI	$239.92 CR		05691	🔒 233400000000
		Approved		04/22	04/23	WALMART.COM *INTERNET O	800-966-6546, AR	$11.94 CR		05691	🔒 233400000000
		Approved		04/19	04/20	BLK*BOX CORP	724-746-5500, PA	$72.22		05691	🔒 233400000000
	Ⓓ	Approved		04/14	04/16	HAGEMEYERNA CBG2	843-745-2935, SC	$45.60		05691	🔒 233400000000
		Approved		04/14	04/15	NEWEGG COMPUTERS	800-390-1119, CA	$65.96		05691	🔒 233400000000
		Approved		04/14	04/15	WALMART.COM *INTERNET O	800-966-6546, AR	$227.82		05691	233400000000

Done   🔒 ✔ Trusted sites

Rejecting a Transaction Back to a Cardholder

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javascript:handleMenuItemClick('TransactionManagementInit');   Trusted sites

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View summary information for all Managing and Diversion Accounts.

Search Managing Account List
Allows you to provide your own search criteria first before any results are presented.

Card Account List ←
View summary information for all Cardholder Accounts.

Card Account List

Search Card Account List
Allows you to provide your own search criteria first before any results are presented.

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

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Role: Certified - BO	Switch Role

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[+] **Search Criteria**　　　　Return to top

[−] **Card Account List**　　　　Return to top

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Show/Hide Posted | Show/Hide Approved | Show/Hide Final Approved | Show/Hide Reallocated | Show/Hide Disputed

Select ●	Account Number	Account Name	MA/DA Number	Cycle Date	Posted # of Trans	Posted $ of Trans	Approved # of Trans by CH	Approved %	Approved $ of Trans by CH	Approved %
⚠ ○ ◉	...5667	MARTIN DANIELS	4716304556606120	Open	49	$34,166.68	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...5675	GILBERTO RODRIGUEZ	4716304556606120	Open	37	$22,028.21	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...5683	ROSEANNE BUTLER	4716304556606120	Open	1	$410.68CR	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...5691	DAMITA MARALDO	4716304556606120	Open	20	$7,998.24	7	35.0%	$3,954.00	35.7%
⚠ ○ ◉	...57[..]	DOUGLAS JOHNSON	4716304556606120	Open	4	$242.28	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...5717	JOSEPH HANCOCK	4716304556606120	Open	5	$3,286.27	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...5725	LYNETTE PRICE	4716304556606120	Open	16	$4,664.75	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...7660	DOREE MARKS	4716304556611542	Open	3	$721.53	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...7678	ANTHONY CARLISLE	4716304556611542	Open	68	$52,853.07	0	0.0%	$0.00	0.0%
⚠ ○ ◉	...7694	MIKE PEDERSEN	4716304556611542	Open	25	$13,624.97	0	0.0%	$0.00	0.0%

View Card Details For Account: ...5691

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Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************5691, DAMITA MARALDO   Switch Accounts
Role: Certified - BO   Switch Role

Create | Manage | Managing Acct List | Card Acct List | » Trans List

[−] Card Account Summary

Account Number:	🟢 ...5691	Outstanding Orders:	$14,712.71 18
Account Name:	DAMITA MARALDO	Unmatched Transactions:	$22,102.65 56

Billing Cycle Close Date: 05/09/2009 ▼ **Search**

Total Transactions:	$9,430.29	18	Final Approved Transactions:	$0.00 0
Reallocated Transactions:	$0.00	0	% Final Approved Transactions:	0.0% 0.0%
% Reallocated Transactions:	0.0%	0.0%		

🟢 Open Account

Statement Approval History
Show all

Approval Status	Approval Date	Approved by
Approved	06/19/2009	ACPO11.ch1purchase

[+] Search Criteria   Return to top

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Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount		Detail	Purchase ID		Accounting Co
☐		Approved		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	$129.99			05691		233400000000
☐		Approved		04/23	04/26	DOD EMALL	BATLE CREEK, MI	$239.92	CR		05691		233400000000
☐		Approved		04/22	04/23	WALMART.COM *INTERNET O	800-966-6546, AR	$11.94	CR		05691		233400000000
☐		Approved		04/19	04/20	BLK*BOX CORP	724-746-5500, PA	$72.22			05691		233400000000
☐	Ⓓ	Approved		04/14	04/16	HAGEMEYERNA CBG2	843-745-2935, SC	$45.60			05691		233400000000
☐		Approved		04/14	04/15	NEWEGG COMPUTERS	800-390-1119, CA	$65.96			05691		233400000000
☐		Approved		04/14	04/15	WALMART.COM *INTERNET O	800-966-6546, AR	$227.82			05691		233400000000
☐		Approved		04/14	04/15	NOT JUST PRINTERS,INC	718-4366508, NY	$150.00			05691		233400000000
☐		Approved		04/14	04/15	AES SYSTEMS, INC.	801-491-3804, UT	$1,096.60			05691		233400000000
☐		Approved		04/13	04/14	PLATT ELEC SPPLY 0057	5036416121, UT	$394.79			05691		233400000000
☐		Approved		04/13	04/14	USA IMPACT 01 OF 01	469-5741126, TX	$316.00			05691		233400000000
▶ ☐		Approved		04/12	04/13	DOD EMALL	BATLE CREEK, MI	$1,773.52			05691		233400000000
☐		Approved		04/09	04/12	ADEMCO DIV OF HONEYWELL	5169216706, NY	$1,983.00			05691		233400000000
☐		Approved		04/08	04/12	NAT'L BUSINESS FURNITURE	800-626-6060, WI	$2,128.20			05691		233400000000
☐		Approved		04/08	04/12	DELL MARKETING L.P.	800-234-1490, TX	$158.38			05691		233400000000
☐		Approved		04/		MAX CT*IN#737848	800-264-7370, IL	$98.88			05691		233400000000
☐		Approved		04/09	04/12	CDW*GOVERNMENT INC	800-808-4239, IL	$551.59			05691		233400000000
☐		Approved		04/09	04/12	HILTI INC CSR #4 8008798	800-8796000, OK	$489.60			05691		233400000000

Transaction Date: 04/08

Ⓓ Disputed ⚇ Matched ⚠ Exception Ⓐ Reallocated (II), (III) Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 18 of 18

[Reallocate] [Mass Reallocate] [Match To Order] [Approve] [Reject]

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Card Account Number: ***********5691, DAMITA MARALDO   Switch Accounts
Role: Certified - BO   Switch Role

Create | Manage | Managing Acct List | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E▸	Purchase ID	A▸	Accounting Code
		04/08	04/12	DELL MARKETING L.P.	800-234-1490, TX	$158.38			05691		23340000000000000000|54|77773|AFPC77|121212121

Ⓓ Disputed   Matched   ⚠ Exception   Ⓐ▸ Reallocated

Summary | Match | Allocations | Approval History

The Summary tab shows high-level transaction information.

To approve the transaction, click "Approve". To reject the transaction, click "Reject".
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 04/08/2009
Purchase ID: 05691
Total Amount: 158.38
Memo Post: Yes

Sales Tax: 0.00
Freight: 0.00

Merchant
Name: DELL MARKETING L.P.
City/State: 800-234-1490, TX
Transaction Type: SALES DRAFT
MCC Code: 5072
MCC Description: WHOLESALE HARDWARE/S

Reference Information
Billing Cycle: 05/09/2009
Posting Date: 04/12/2009
Reference Number: 4716300005905667
Authorization Number: 057057

Extract Date(s)
Most Recent Standard
Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Source Currency: U.S. Dollar
Source Currency Amt: 158.38

Approve   Reject

Rejects The Transaction

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Transaction Management
Reject Transaction(s)

*= required

Summary of Transactions to be Rejected

Number of Transactions: 1

Total Dollar Amount: $158.38

Rejection Reason*

Please select at least one reason why you are rejecting these transactions.

☑ Incorrect accounting code allocation (Request for user to change allocation)

☐ Incorrect or insufficient transaction comment information

☐ Incorrect or not enough user line item data

☐ Unauthorized / non-preferred vendor

☐ Incorrect order match

☐ Other:* [   ]

[Reject]   [Cancel]

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| Card Account Number: ************5691, DAMITA MARALDO | Switch Accounts |
| Role: Certified - BO | Switch Role |

| Create | Manage | Managing Acct List | Card Acct List | Trans List |

ℹ️ Request has been successfully completed. ⟸

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E▸	Purchase ID	A▸	Accounting Code
		04/08	04/12	DELL MARKETING L.P.	800-234-1490, TX	$158.38			05691		23340000000000000000|54|77773|AFPC77|121212121

Ⓓ Disputed   ⬭ Matched   ⚠ Exception   Ⓐ▸ Reallocated

| Summary | Match | Allocations | Approval History |

The Summary tab shows high-level transaction information.

To approve the transaction, click "Approve". To reject the transaction, click "Reject".
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 04/08/2009
Purchase ID: 05691
Total Amount: 158.38
Memo Post: Yes

Reference Information
Billing Cycle: 05/09/2009
Posting Date: 04/12/2009
Reference Number: 4716300005905667
Authorization Number: 057057

Done   🔒 Trusted sites

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Check All Shown | Uncheck All Shown

Select	Status Ⓓ	Approval Status	Match ⬭ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount		Detail Ⓔ	Purchase ID Ⓐ	Accounting Co
☐		Approved		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	$129.99			05691	233400000000
☐		Approved		04/23	04/26	DOD EMALL	BATLE CREEK, MI	$239.92	CR		05691	233400000000
☐		Approved		04/22	04/23	WALMART.COM *INTERNET O	800-966-6546, AR	$11.94	CR		05691	233400000000
☐		Approved		04/19	04/20	BLK*BOX CORP	724-746-5500, PA	$72.22			05691	233400000000
☐	Ⓓ	Approved		04/14	04/16	HAGEMEYERNA CBG2	843-745-2935, SC	$45.60			05691	233400000000
☐		Approved		04/14	04/15	NEWEGG COMPUTERS	800-390-1119, CA	$65.96			05691	233400000000
☐		Approved		04/14	04/15	WALMART.COM *INTERNET O	800-966-6546, AR	$227.82			05691	233400000000
☐		Approved		04/14	04/15	NOT JUST PRINTERS,INC	718-4366508, NY	$150.00			05691	233400000000
☐		Approved		04/14	04/15	AES SYSTEMS, INC.	801-491-3804, UT	$1,096.60			05691	233400000000
☐		Approved		04/13	04/14	PLATT ELEC SPPLY 0057	5036416121, UT	$394.79			05691	233400000000
☐		Approved		04/13	04/14	USA IMPACT 01 OF 01	469-5741126, TX	$316.00			05691	233400000000
☐		Approved		04/12	04/13	DOD EMALL	BATLE CREEK, MI	$1,773.52			05691	233400000000
☐		Approved		04/09	04/12	ADEMCO DIV OF HONEYWELL	5169216706, NY	$1,983.00			05691	233400000000
☐		Approved		04/08	04/12	NAT'L BUSINESS FURNITURE	800-626-6060, WI	$2,128.20			05691	233400000000
▶ ☐		Rejected		04/08	04/12	DELL MARKETING L.P.	800-234-1490, TX	$158.38			05691	233400000000
☐		Approved		04/08	04/12	OFFICEMAX CT*IN#737848	800-264-7370, IL	$98.88			05691	233400000000
☐		Approved		04/09	04/12	CDW*GOVERNMENT INC	800-808-4239, IL	$551.59			05691	233400000000
☐		Approved		04/09	04/12	HILTI INC CSR #4 8008798	800-8796000, OK	$489.60			05691	233400000000

Ⓓ Disputed   ⬭ Matched   ⚠ Exception   Ⓐ Reallocated   ⑪ ⑬ Trans Detail Level

javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',   Trusted sites

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Select	Status ⒟	Approval Status	Match ∞ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount		Detail Ⓔ	Purchase ID Ⓐ	Accounting Co
☑		Approved		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	$129.99			05691	233400000000
☐		Approved		04/23	04/26	DOD EMALL	BATLE CREEK, MI	$239.92	CR		05691	233400000000
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☐		Approved		04/19	04/20	BLK*BOX CORP	724-746-5500, PA	$72.22			05691	233400000000
☐	⒟	Approved		04/14	04/16	HAGEMEYERNA CBG2	843-745-2935, SC	$45.60			05691	233400000000
☐		Approved		04/14	04/15	NEWEGG COMPUTERS	800-390-1119, CA	$65.96			05691	233400000000
☐		Approved		04/14	04/15	WALMART.COM *INTERNET O	800-966-6546, AR	$227.82			05691	233400000000
☐		Approved		04/14	04/15	NOT JUST PRINTERS,INC	718-4366508, NY	$150.00			05691	233400000000
☐		Approved		04/14	04/15	AES SYSTEMS, INC.	801-491-3804, UT	$1,096.60			05691	233400000000
☐		Approved		04/13	04/14	PLATT ELEC SPPLY 0057	5036416121, UT	$394.79			05691	233400000000
☐		Approved		04/13	04/14	USA IMPACT 01 OF 01	469-5741126, TX	$316.00			05691	233400000000
☐		Approved		04/12	04/13	DOD EMALL	BATLE CREEK, MI	$1,773.52			05691	233400000000
☐		Approved		04/09	04/12	ADEMCO DIV OF HONEYWELL	5169216706, NY	$1,983.00			05691	233400000000
☐		Approved		04/08	04/12	NAT'L BUSINESS FURNITURE	800-626-6060, WI	$2,128.20			05691	233400000000
☐		Approved		04/08	04/12	DELL MARKETING L.P.	800-234-1490, TX	$158.38			05691	233400000000
☐		Approved		04/08	04/12	OFFICEMAX CT*IN#737848	800-264-7370, IL	$98.88			05691	233400000000
☐		Approved		04/09	04/12	CDW*GOVERNMENT INC	800-808-4239, IL	$551.59			05691	233400000000
☐		Approved		04/09	04/12	HILTI INC CSR #4 8008798	800-8796000, OK	$489.60			05691	233400000000

Ⓓ Disputed   ∞ Matched   ⚠ Exception   Ⓐ Reallocated   (II), (III) Trans Detail Level

Check All Shown | Uncheck All Shown

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Reallocate   Mass Reallocate   Match To Order   Approve   Reject

Approve

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Check All Shown | Uncheck All Shown

Select	Status ⓓ	Approval Status	Match ◯ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount	Detail 🅔	Purchase ID Ⓐ	Accounting Co
▶ ☐		Final Approved		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	$129.99		05691	233400000000
☐		Approved		04/23	04/26	DOD EMALL	BATLE CREEK, MI	$239.92 CR		05691	233400000000
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☐		Approved		04/08	04/12	OFFICEMAX CT*IN#737848	800-264-7370, IL	$98.88		05691	233400000000
☐		Approved		04/09	04/12	CDW*GOVERNMENT INC	800-808-4239, IL	$551.59		05691	233400000000
☐		Approved		04/09	04/12	HILTI INC CSR #4 8008798	800-8796000, OK	$489.60		05691	233400000000

Ⓓ Disputed ◯ Matched ⚠ Exception Ⓐ Reallocated (II) , (III) Trans Detail Level

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Reallocate   Mass Reallocate   Match To Order   Approve   Reject

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Select	Status ⒟	Approval Status	Match ∞ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount		Detail ⓔ	Purchase ID Ⓐⁿ	Accounting Co
☐		Final Approved		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	$129.99			05691	233400000000
► ☐		Final Approved		04/23	04/26	DOD EMALL	BATLE CREEK, MI	$239.92	CR		05691	233400000000
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► ☐		Final Approved		04/13	04/14	PLATT ELEC SPPLY 0057	5036416121, UT	$394.79			05691	233400000000
► ☐		Final Approved		04/13	04/14	USA IMPACT 01 OF 01	469-5741126, TX	$316.00			05691	233400000000
► ☐		Final Approved		04/12	04/13	DOD EMALL	BATLE CREEK, MI	$1,773.52			05691	233400000000
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► ☐		Final Approved		04/08	04/12	NAT'L BUSINESS FURNITURE	800-626-6060, WI	$2,128.20			05691	233400000000
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► ☐		Final Approved		04/09	04/12	HILTI INC CSR #4 8008798	800-8796000, OK	$489.60			05691	233400000000

⒟ Disputed   ∞ Matched   ⚠ Exception   Ⓐⁿ Reallocated   ⑅ , ⑃ Trans Detail Level

Check All Shown | Uncheck All Shown

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Reallocate   Mass Reallocate   Match To Order   Approve   Reject

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[-] Managing Account Summary

Account Number: 4716304556606120 Account Name: ACME CP ORGANIZATION

Cycle: 05/09/2009 ▼   Search   Display All Card Accounts for All Managing/Diversion Accounts

Total # Card Accounts: 7   Total Fees: $0.00
Open Card Accounts: 7   Total Transactions: $97,061.46 175
Suspended Card Accounts: 0   Cardholder Approved Transactons: $9,430.29 18
Previous Statement Balance: $0.00
Payments Since Previous Statement: $0.00

Open Account

Certify MA/DA Statement   Reject   Statement Approval History

                          Certify MA/DA Statement | Approval Status Approval Date Approved by
                                                    | No statement approval history exists for this account.

[+] Search Criteria   Return to top

[-] Card Account List   Return to top

Records 1 - 7 of 7

Show/Hide Posted | Show/Hide Approved | Show/Hide Final Approved | Show/Hide Reallocated | Show/Hide Disputed

	Select ⬤			Account Number	Account Name	Posted		Approved			
						# of Trans	$ of Trans	# of Trans by CH	%	$ of Trans by CH	%
⚠	○	⊙	✓	...5667	MARTIN DANIELS	50	$44,919.79	0	0.0%	$0.00	0.0%
⚠	○	⊙	✓	...5675	GILBERTO RODRIGUEZ	66	$21,091.86	0	0.0%	$0.00	0.0%
⚠	○	⊙	✓	...5683	ROSEANNE BUTLER	2	$5,062.50	0	0.0%	$0.00	0.0%
⚠	○	⊙	✓	...5691	DAMITA MARALDO	18	$9,430.29	18	100.0%	$9,430.29	100.0%
⚠	○	⊙	✓	...5709	DOUGLAS JOHNSON	10	$3,926.74	0	0.0%	$0.00	0.0%
⚠	○	⊙	✓	...5717	JOSEPH HANCOCK	7	$4,538.80	0	0.0%	$0.00	0.0%

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  Transaction List
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Transaction Management
Managing Account Statement Confirmation

Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper for payment, except as may be noted herein or on supporting documents.

Agree   **Disagree**

★ Log Out

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  Card Account List
  Transaction List
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Transaction Management
Managing Account Summary with Card Account List

Managing Account Number: 4716304556606120, ACME CP ORGANIZATION	Switch Accounts
Role: Certified - BO	Switch Role

Create | Manage | Managing Acct List | » **Card Acct List** | Trans List

ℹ️ **The action was successfully completed.**   ⟵

[−] **Managing Account Summary**

Account Number: 4716304556606120 Account Name: ACME CP ORGANIZATION

Ⓞ ℂ

Cycle: 05/09/2009 ▾   **Search**   Display All Card Accounts for All Managing/Diversion Accounts

Total # Card Accounts: 7   Total Fees: $0.00
Open Card Accounts: 7   Total Transactions: $97,061.46 175
Suspended Card Accounts: 0   Cardholder Approved Transactons: $9,430.29 18
Previous Statement Balance: $0.00
Payments Since Previous Statement: $0.00

Ⓞ Open Account   ℂ Certified - BO

Certify MA/DA Statement   **Reject**   Statement Approval History
                                            Show all

Approval Status	Approval Date	Approved by
Certified - BO	06/19/2009	ACPO11.pa1billing	⟵

[+] **Search Criteria**   Return to top

[+] Card Account List

Trusted sites

Line Item Detail

Manager Approval History
Extract Administrator Queue
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us

[−] Card Account Summary

Account Number: ● ***********9103
Account Name: SANDRA M WEIR

Billing Cycle Close Date: 11/26/2006 ▾   Search

Total $ (#) of Reallocated Transactions: $47.39 (1)   Total $ (#) of Final Approved Transactions: $458.17 (1)
% of Transactions Reallocated: 3%   % of Final Approved Transactions: 38%
Total $ (#) of Transactions: $1,185.13 (12)

● Open Account

[+] Search Criteria   Return to top

[−] Transaction List   Return to top

Records 1 - 12 of 12

Check All Shown | Uncheck All Shown

Select	Status ℝ ⅅ	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail 𝐄⟶	Purchase ID
☐		Final Approved	11/20	11/22	MEMPHIS BUSINESS INTERIOR	901-3608899, TN	$117.05	𝐄⟶	17665113
☐		Final Approved	11/15	11/17	BOISE OFFICE*IN#739011	800-264-7370, IL	$68.82	⑪ 𝐄⟶	00000000000000000
☐		Final Approved	11/13	11/15	OFFICE DEPOT #1104	800-937-3600, LA	$477.40	𝐄⟶	PHAEDRA BARBEE
☐		Final Approved	11/13	11/15	OFFICE MAX 00003467	MEMPHIS, TN	$12.99	𝐄⟶	00000000000000000
☐		Final Approved	11/10	11/13	BOISE OFFICE*IN#615466	800-264-7370, IL	$1.49	⑪ 𝐄⟶	00000000000000000
☐		Final Approved	11/10	11/13	PAPA JOHNS #298	MEMPHIS, TN	$49.21	𝐄⟶	
☐		Final Approved	11/09	11/10	WM SUPERCENTER	MILLINGTON, TN	$8.12	⑪ 𝐄⟶	00000000000000000
☐		Final Approved	11/07	11/09	BOISE OFFICE*IN#504240	800-264-7370, IL	$342.10	⑪ 𝐄⟶	00000000000000000
☐		Final Approved	11/07	11/08	*FINANCE CHARGE* CASH ADV		$3.00	𝐄⟶	
☐		Final Approved	11/07	11/08	CHECK 001009	ST. PAUL, MN	$44.39	𝐄⟶	
☐		Final Approved	11/03	11/06	KROGER #339 SL9	MEMPHIS, TN	$41.22	𝐄⟶	93033901974
☐		Final Approved	11/05	11/06	WM SUPERCENTER	MILLINGTON, TN	$19.34	⑪ 𝐄⟶	00000000000000000

ℝ Reviewed   ⅅ Disputed   Ⓐ⟶ Reallocated   ⑪ , ⑪ Trans Detail Level   𝐄⟶ Extracted   🔒 Reallocation Locked

Check All Shown | Uncheck All Shown

Records 1 - 12 of 12

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Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
   Managing Acct List
   Card Account List
   Transaction List
   Manager Approval Queue
   Manager Approval History
   Extract Administrator Queue
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us

Transaction Management
Transaction Detail

★ Log Out

| Product: Purchasing Card | Switch Products |
| Card Account Number: ************9103, SANDRA M WEIR | Switch Accounts |

Managing Acct List | Card Acct List | Trans List | Managers Queue | Extract Queue

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail E→ | Purchase ID A→ | Accountin |
| | 11/07 | 11/09 | BOISE OFFICE*IN#504240 | 800-264-7370, IL | $342.10 | (III) E→ | 0000000000000000 | 9232|277| |

(D) Disputed   (II), (III) Trans Detail Level   (E→) Extracted   (A→) Reallocated   (🔒) Reallocation Locked

[Summary] [Allocations] [Transaction Line Items] [Approval History]

The Transaction Line Items tab shows the details provided by the merchant of all line items with the transaction. This tab will only appear if the merchant has passed the level 3 data about the transaction.

Records 1 - 8 of 8

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Tax Amount	Line Item Total	% of Trans Amount	Item Commodity Code
A2654AST	PAD,NOTE,3X3,ASST CO	1.0000	PK	10.6800	$0.00	10.68	3.12%	A2654AST
F175213	FOLDER,LTR,1/3,MLA,1	3.0000	BX	11.4300	$0.00	34.29	10.02%	F175213
H135450	STAPLES,210/STRIP,5M	2.0000	BX	2.5100	$0.00	5.02	1.47%	H135450
L3UDL213	INDEX,ECON,A-Z,LTR,R	5.0000	ST	2.8000	$0.00	14.00	4.09%	L3UDL213
N133111	PEN,BALL,BE,M,PMOP	2.0000	DZ	1.2100	$0.00	2.42	0.71%	N133111
N133311	PEN,BALL,BK,M,PMOP	2.0000	DZ	1.2100	$0.00	2.42	0.71%	N133311
P3R811WP	PAD,LGLRLD,WE,LTR,RE	1.0000	DZ	17.6400	$0.00	17.64	5.16%	P3R811WP
S11382925	CTG,17.6K,PRNT,S,PRE	1.0000	EA	226.6700	$0.00	226.67	66.26%	S11382925

Web-based Training

- URL is **https://wbt.access.usbank.com**
- Passwords Sent to Level 3 A/OPC Every 60 Days
- Lessons
  - Transaction Management, Account Approval Process, Order Management Set up, Order Management, Viewing Statement
- User guides
- Quick reference guides
- Simulations
- Recorded classes

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A/OPC and Financial Manager Reports

- View-only capability
  - Transactions
  - Approvals
  - Certifications

- Reports
  - Full Transaction and Order Detail (BO/CH)
  - Transaction Detail (BO/CH)
  - Order Detail (BO/CH)
  - Transaction Approval Status
  - Managing Account Approval Status

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Questions?

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Thank You

Presentations will be available on

www.usbank.com/sp2presentations

after the conference

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